



Material Handler

Position Summary: The role of the Material Handler position is to help with the movement of inventory, while executing best practices for our inventory management system.

Communicates regular with the materials team and executes transactions in a timely manner.

Responsibilities:

- Support activities related to procurement, storage, shipment of raw materials and receiving of incoming materials
- Assist with the Inspection process when necessary
- Maintains inventory location system in the ERP system (Syteline)
- Replenishes inventory at POU storage
- Replenishes inventory from internal departments such as Cables and Circuit City.
- Picks jobs accordingly for dedicated Value Stream
- Assist with visual reorder points
- Assist with cycle counts
- Assist with RGA's returns
- Effectively communicates inventory discrepancies
- Participates in material management improvement projects
- Must be able to back up team members for vacation days and be willing to work with team on vacation scheduling
- Work collectively within Materials Team to identify, implement, and maintain best practices within our business

Education/Training:

- High school diploma or general education degree (GED); or one to three months related experience and/or training; or a combination of both

Knowledge/Skills/Abilities:

- Organized, Dependable & Reliable
- Required: working knowledge of personal computers and common software
- Understanding of ERP system (Syteline) is a plus
- Good keyboarding skills are required
- Ability to establish priorities, work independently and proceed with objectives with limited supervision
- Strong communication and interpersonal skills, leadership abilities, and organizational skills
- Work environment is very fast paced; individual must be able to adjust work tempo to match customer demand
- Must have a positive attitude and work well with others in a team environment

- Must be detail oriented
- Ability to meet deadlines as assigned
- Must be able to drive a forklift
- Must be able to drive non-CDL trucks

Travel Requirements:

- Some travel required.

Physical Requirements:

- Able to stand for long periods, walk, climb, bend, and reach with hands and arms
- Lift up to 25 pounds regularly and occasionally up to 50 pounds
- Vision abilities include close vision and color vision

Materials and Equipment Utilized:

- Tape gun, utility knife, impact driver, computer, wave, forklift and Vehicles

Working Environment:

- Manufacturing environment—frequently exposed to moving mechanical parts; fumes or airborne particles and risk of electrical shock. The noise level in the work environment is usually moderate.